

## **RULE 20 - EXECUTIVE AND PROFESSIONAL EMPLOYEE EXCEPTIONS**

### **Section 1. Purpose**

To provide the City Manager the ability to adjust salaries, performance appraisal schedules, and benefits for designated executive and professional employees and to give Exceptional Performance Awards.

### **Section 2. Performance Appraisal Schedules**

- A. The City Manager may designate specific classifications as exempt from the performance appraisal schedule required by Rule 13.
- B. The City Manager may designate specific appraisal times for the classifications exempted under paragraph A of this section at any time and frequency during the year.

### **Section 3. Salary Adjustments**

- A. The City Manager may designate specific classifications as exempt from the salary adjustment provisions of Rule 3.
- B. The City Manager may adjust the salary of employees designated under paragraph A of this section at any time, to any position within the approved salary range. No salary will be adjusted to be below or above the approved salary range for the classification.

### **Section 4. Exceptional Performance Awards**

- A. The City Manager may make a cash award to any employee in the classifications designated under Sections 2A and 3A. Awards made under this rule shall be for recognition of exceptional performance, shall be coordinated with the Human Resources Manager, and shall be fully documented in the employee's personnel record.
- B. Awards made under this provision shall be a one-time payment and shall not affect the employee's regularly scheduled salary.
- C. Awards made under the provisions of this rule shall not exceed 10% of the employee's annual base salary at the time of the award, and any award limitations shall be established by the City Manager.

### **Section 5. Benefit Adjustments**

- A. The City Manager may designate specific classifications for a special City-paid monthly benefit allowance.
- B. The City Manager may adjust the City-paid special benefit allowance for those employees designated under paragraph A of this section at any time.

**Section 6. Council Review**

Salary adjustments, exceptional performance awards and benefit adjustments made in accordance with this rule shall be reviewed annually with the City Council.

